

EMERGENCY PLAN



**New Discoveries Christian Child Care and
Development
2080 19th St. Springfield Oregon 97477
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DISASTER AND EMERGENCY PLAN FOR

New Discoveries Christian Child Care and Development

I. Purpose

This emergency plan has been developed to assist New Discoveries Christian Child Care and Development in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of New Discoveries Christian Child Care and Development.

II. Assignment of Responsibilities

The Director is responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

III. Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies

Children's daily attendance records are kept on the counter in entryways of all classrooms and in brightwheel in digital form. The children's attendance records are updated as they arrive and leave throughout the day.

Children's Emergency Contact Information is kept in brightwheel in digital form.

In a widespread disaster, we need to be prepared to care for the children in the facility until assistance arrives. Emergency supplies are stored in the downstairs supply room. These supplies are kept fully stocked at all times and checked every six months.

IV. Children in Care

All children in care are between the ages of 6 weeks and 6 years old. If we have children in care that require additional accommodation, individual care plans will be. We do not provide overnight care.

V. Emergency Assessment

Below is a list of possible disasters or emergencies that may affect the area.

Types of emergencies and/or Hazardous situations

○ Disgruntled Parents/ Guardians / Employees	○ Hazardous Material Exposure	○ Power Failure
○ Earthquake	○ Ice and Snow Storms	○ Thunderstorm
○ Flooding	○ Medical Emergencies	○ Tornado – Watch / Warning
○ Fire / Smoke / Bomb Threat	○ Missing Child (Kidnapping)	○ Water Line Disturbance
○ Gas Leak	○ Potentially Violent Situation	○ Other _____

VI. Types of Emergency Response

Medical Emergencies-Children and Staff

Assess the situation and contact 911, if necessary. Notify the parent's or emergency contact once the immediate threat has passed. Document the date and circumstance regarding the medical emergency in the Staff/child's record. The director will access staff or child's information to

notify the emergency response team of any special medical conditions or allergies to medications. New Discoveries uses Peace Health Sacred Heart Medical Center River Bend Hospital in emergency situations.

II. LOCKDOWN/ Man caused events such as violence at a childcare center.

Lock Down / Shelter in Place

Location: Individual classrooms

Code Word: Code Blue

If it is determined that the safety and health of children and staff are in jeopardy, an announcement will be made to alert the staff of potential danger. The announcement “**Code Blue**” or "Lockdown" immediately stop what you are doing and follow lockdown procedure. Announcements should be calm and clear. Upon hearing this announcement, the following steps must be implemented:

STAFF

1. Head Teachers/Teachers should quickly check halls and get students into classrooms. The Nursery Head Teacher shall make sure exit from the center to the church foyer is locked as well as all interior doors leading to the nursery doors are locked.
2. Lock doors, close blinds, cover all windows in the room.
3. Staff will keep all students in the room until an all clear has been sounded. Have children lie down on the floor near the inside wall. If unable to get children to lie down, try to keep them as quiet as possible.
4. Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to the emotional needs of children.

5. Staff who are not assigned children will report to the nursery and Early Preschool rooms to assist.
6. The Director will make sure all hallways and bathrooms are cleared of children and lock all exits then proceed to the office to man the phones and security cameras. An admin will deliver messages as needed and work with the director.
7. Staff is NOT to use remote controls, telephones, or radios during a lockdown unless assigned by the center director.
8. Staff will not leave their assigned area unless authorized by the center director.
9. DO NOT unlock the doors for any reason. When the emergency is over, you will hear the phrase “all clear” over the intercom followed by 3 knocks on each classroom door indicating that it is safe. ONLY when the announcement and knocks on doors are complete can you assume it is safe to unlock your door.
10. The Crisis Response Team will meet to determine needs of children and center staff.
11. Each staff member will document exactly what occurred in their area of responsibility. This will be done as soon as possible. Reports will be turned in to the center director and local authorities.

If Intruder(s) on playground or Indoor play rooms:

1. A Supervisor should move all children to the nearest indoor building or classroom that is available.
2. Lock exit doors to childcare/school areas.
3. Ask all children to sit on the floor/all teachers follow procedures above.

Evacuation

Accounting for all children in attendance

In the event of any evacuation, on site or off site and upon leaving the classrooms with a group of children all teachers will take the daily attendance roster with them.

Special needs/Medical needs

In the event of evacuation or onsite shelter in place all children with special needs or essential medication will have any necessary equipment and supplies brought along to relocation areas. These supplies will be kept in an emergency Go bag located in the child's classroom. The Director or substitute director in charge will take the emergency supplies bag with them in the event of an emergency.

Evacuation routes/exits: All evacuation routes are posted in individual rooms. Teachers are to familiarize themselves with main and alternate routes.

Off-Site Evacuation- In the event that an emergency occurs at New Discoveries and "off-site evacuation" is necessary due to events such as a brush fire, flash flood, earthquake etc., the children will be relocated to a safe location by emergency response teams. The children will remain at this alternate site under the care and supervision of our child care staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation and make arrangements to pick up their child. If children are exposed to toxic fumes or injured during the emergency or the evacuation, they will be transported to Riverbend Hospital by ambulance where they will be examined by a health care professional and the parents/guardians will be contacted.

In the event of an Offsite evacuation-

Parents/guardians will be notified once the immediate threat has passed via Brightwheel and phone calls. Staff will contact parents individually by using information found in the emergency contact information. Staff will follow the same procedures for release identifying parents and checking the ID card of anyone on the pick-up list. Teachers will be asked to help contact families within the group.

Two off-site locations are listed below:

1st Evacuation Location
Location: Oregon Medical group-Mohawk Medical Clinic
Address: 2000 19th St.
City, State Zip: Springfield Oregon 97477
Telephone Number: 541-726-3766

2nd Evacuation Location

Location: Albertsons

Address: 2000 Marcola Rd. Springfield Oregon 97477

City, State Zip: Springfield Oregon 97477

Telephone Number: 541-746-3766

We will also utilize our Play shed building located on the New Life Church premises if it is deemed safe to do so as an alternate shelter in the event of an evacuation.

Fire

In the Event of:

I. FIRE

Pull the alarm nearest to you. Alarm pull locations are on your Fire Evacuation maps.

Follow evacuation procedures below.

Head Teachers Responsibility (Teacher 1)

1. Get your roster
2. Make sure your red and green papers are attached to your roster.
3. Visually check your fire escape route.
4. Calmly ask children to stop what they are doing and follow you and your aid outside. Remind them to stay together with their teacher and classmates.
5. Lead the children outside using the primary route to exit the building. (the RED path on your fire escape plan.)
6. If the primary exit path is blocked, use the secondary route to exit the building (the BLUE path on your fire escape plan.)
7. Lead the children outside to the "MEETING PLACE" behind the toddler playground, as calmly and quickly as possible reminding them to walk not run.
8. Check your roster for missing children. If all children on your roster are accounted for, raise your GREEN card to the head preschool teacher who will be taking roll.
9. If any children are unaccounted for, quickly raise and wave your red card so to alert the Head preschool Teacher that a child is missing. The Preschool teacher will alert the director or emergency crew members of missing children.

10. Stay in your designated area until the director raises the ALL CLEAR CARD to signal that you may return to the building.
11. Walk children back to the building using the main childcare center entrance, walking in the following order. Nursery first, Toddlers second, Preschool last.

Teacher 2 /Aides Responsibility

1. Locate and ready children that need assistance. (Disabled, barefoot, etc.)
2. Line up at the end of the line and closest exit door behind you unless doing so puts any child at risk.
3. Assist teachers in exiting procedures supervising children in safety at all times.

Directors Responsibility

1. Alert building occupants of fire by using the fire pulls to activate alarms if they have not already been activated. The intercom can be used as an alternate means to alert the building but ONLY if the fire pulls are disabled.
2. Call 911.
3. Use the fire extinguisher when and if the fire is small enough that the extinguisher may put it out and only after the children have evacuated the building.
4. Grab a portable emergency "GO"bag.
5. Check bathrooms, classrooms, hallways, paper rooms and any hiding places for children or occupants, closing doors and windows behind you.
6. If additional occupants are found, assist them out of the building making sure children reach an adult for supervision.
7. Direct emergency vehicles.

Kitchen Managers Responsibility

1. Make sure all appliances are off and the gas main is shut off.
2. If the primary route is blocked, use the blue secondary route.
4. Meet at the meeting place and assist teachers.

Infants and toddlers- Children will be evacuated together using a portable emergency crib with wheels. The site owns two portable emergency cribs each of which remain placed near the main emergency exit route in the nursery. In case of the need to evacuate through the windows, children will be placed out windows first, using any items available to place them on the ground.

Notification - Once all children are safely evacuated: • 911 will be called •

Parents will be notified of the evacuation.

Evacuate the facility to go to another location nearby or far away to remain safe. Evacuation maps are posted by all doorways. The map

outlines where the staff and children will go in the event of an evacuation emergency.

Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.

Shelter in place Earthquake/Flood/Tornado /Severe Storms/Landslide -In Place Evacuation

In the event that an emergency occurs at New Discoveries and “in place evacuation” is necessary due to events such as a tornado, chemical spill, etc. the children will be kept at the facility, but they will be moved to the Fire side room. The children will remain here under the care and supervision of our child care staff until dangerous conditions subside. If children are exposed to toxic fumes or injured during the emergency, they will be transported to River Bend hospital by ambulance where they will be examined by a health care professional and the parents/guardians will be contacted.

Hazardous air quality

New Discoveries will use local air quality indexes or government advisories to track air quality levels and keep children indoors and avoid outdoor activities when air quality is poor. Management will ensure good indoor ventilation and possibly use air purifiers to maintain cleaner air indoors.

Management will communicate regularly with parents and staff about measures being taken and any changes to the center's operations due to air quality.

Earthquake*

Older children will be taught how to “Drop, Cover, and Hold On:” Teaching children to drop to the ground, take cover under a sturdy piece of furniture, and hold on until the shaking stops. We will practice this regularly through drills. We will identify safe zones within each classroom away from windows, heavy furniture, and items that could fall and ensure easy access to these areas during an earthquake. New Discoveries keeps a well-stocked emergency kit that includes essential First aid supplies, and ensures all staff know its location. All staff are trained on earthquake safety protocols and regularly conduct drills with the children. Classrooms will regularly check and secure heavy items, such as shelves and cabinets, to prevent them from falling during an earthquake. Staff will stay calm and reassure children during and after an earthquake, being prepared to offer comfort and support. We will follow our evacuation plan in

case the building becomes unsafe. Meeting in our designated meeting points outside the facility. We will contact parents in the event of an emergency via Bright wheel and or phone call with follow up information as soon as any immediate threats have passed.

Severe Weather/Campus closures

When the decision is made to close New Discoveries or delay classes due to severe weather; we follow Springfield public schools rulings on closures and delays. If schools are closed, we follow Willamalane programs.

A message will be sent out in brightwheel as soon as we receive the notification from local media stations. Check-in for classrooms will be at 10:00 am on a delayed start (No earlier). Parents need to keep in close communication with the New Discoveries when weather conditions may warrant early closure. Parents need to pick-up their children immediately if New Discoveries need to close during adverse weather conditions. Before you attempt your travel plans double check bright wheel, media sources, text messages, and email for current information. We reserve the right to close additional days due unexpected emergencies (i.e., power outages, natural disasters, illness outbreaks etc.) Pre-planned in-service days and holidays observed are listed on our current school year calendar.

Responding to Environmental Conditions

Children are given the opportunity to play and explore outside and enjoy the fresh air each day. Please ensure your child wears clothing that is layered for warmth in cold weather. Gloves/mittens, raincoats and boots will help children stay comfortable and enjoy their outdoor experiences. Children are provided large motor activities indoors if the heat index or wind-chill factor makes play outdoors unavailable. During outdoor play in the sunny months the Center provides, and teachers apply a sunscreen or sun block with UVA and UVB protection of SPF 50 for all children that have a sunscreen medication consent form on file. Teachers encourage the children to wear hats and other protective clothing, to take breaks in the shade and drink plenty of water. Our outdoor areas have covered shade and there is always some shade available on sunny days. During the hottest part of the day in the summer and on afternoon sunny days, staff members will direct children to these shaded areas for play. If temperatures climb above 100 degrees or drop below freezing children may be kept indoors and provided with alternate large motor activities.

Procedures for maintaining continuity of childcare operations:

Emergency supplies for maintaining continuity of care until parents and guardians can pick up will be included in emergency kits.

VII. Staff Training & Monthly or Quarterly Drills

All staff and children will participate in fire and disaster drills at the facility.

Fire drills will be conducted monthly, and disaster drills every other month. All drills will be documented.

VIII. Access to Disaster and Emergency Preparedness Plan

A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, in the office and each room used for childcare.

Dear Parent / Guardian:

In the event of an emergency situation, New Discoveries has outlined the below response plan. Please know that New Discoveries will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation / Relocation

1. If the emergency is confined to the immediate area at the New Life Church building, e.g. fire, and the children cannot stay on the premises, the children will be taken to Valley Children's Clinic across the parking lot. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more widespread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to Springfield Public Library. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
2. Information about the event can be obtained through radio stations, KVAL and KMTR.

Emergency Supplies

1. We encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, a few family photos and a comfort item like a small teddy bear to help comfort your child during a crisis.
- 2.

Please rest assured that New Discoveries staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Debbie Graham
Director
New Discoveries Christian Child Care and Development
2080 19th St
Springfield Oregon 97477
541-952-4769

